

**HUMAN RESOURCES DIVISION**  
PHONE: (815) 724-4020  
FAX: (815) 724-4039



**150 WEST JEFFERSON STREET  
JOLIET, ILLINOIS 60432-4158**

### **EMPLOYMENT OPPORTUNITIES**

**JOB POSTING #** 25-22  
**POSTED:** 02/07/2022, 12:00 p.m.  
**EXPIRATION:** until filled  
**TITLE:** Engineering Summer Intern (Position Code #7042)- 4 positions  
**SALARY:** \$15.00 per hour/ NO BENEFITS  
**DEPARTMENT:** PUBLIC UTILITIES  
**DIVISION:** ENGINEERING

### **GENERAL PURPOSE**

This position is responsible for assisting engineering staff in the public utilities department with all aspects of water and sewer projects including data collection (GPS), data entry, and other tasks as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Data entry  
Data collection (GPS)  
Copying, filing, emailing, telephone

### **DESIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Education and Experience: Applicants must be currently enrolled in a Civil Engineering, Environmental Engineering, Environmental Science or related degree program to be considered.

### **SPECIAL REQUIREMENTS**

Valid State of Illinois driver's license.

### **TOOLS AND EQUIPMENT USED**

Computer  
Telephone  
File cabinets  
Copier

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office setting. Some outdoor work is required for the inspection of various construction sites. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands, fingers, handle or operate objects tools or controls; and reach with hands and arms. Employee must drive an automobile or light truck and be able to make field visits including entering residences, business venues, and construction sites.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may be exposed to outside weather conditions. The noise level in the work environment is usually quiet.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview, reference and background check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER**